

Town of Wellesley

Flexible Spending Open Enrollment Period

Deadline to Enroll: November 23, 2015



EXCITING NEWS! DEBIT CARD

2016 Medical/Dental Account enrollees will receive a debit card that will contain the full amount elected for the plan year ready for use on January 1st. **Please note:** The debit card cannot be used for expenses that you are seeking reimbursement from through the HRA. Those expenses must be reimbursed via the reimbursement form or by asking the provider to charge only the amount not covered by the HRA on the card.

Rollover Option

Your plan now includes a **\$500 Rollover** option. Remaining (Medical) balances up to \$500 will roll over into the subsequent plan year. The rollover will occur "after" the current plan run out period of 90 days.

PLEASE NOTE: In order to make use of the roll over feature, you must re-enroll for the subsequent plan year.

What is Flexible Spending?

Flexible Spending Account plans are a tremendous opportunity for you to enhance your benefits package. Your employer knows that these are highly beneficial programs and wants you to have the opportunity to participate in an IRS Section 125/Flexible Spending Account plan administered by Cafeteria Plan Advisors, Inc. (CPA, Inc.) for the **plan year of January 1, 2016 to December 31, 2016.**

Most employees pay for expenses such as dependent care and medical/dental care on an after-tax basis. These programs allow you to set aside a portion of your paycheck tax free to pay for those expenses. The result is a reduction in your taxable income, which will increase your take home pay. Don't miss out on this opportunity to save between 28-34% in taxes.

Medical/Dental Account

Employees may set aside up to **\$2,550** per plan year to pay for out-of-pocket medical/dental expenses for themselves and their family members. Examples include:

- Copays for office visits and prescription drugs
- Orthodontia and other dental expenses
- Contact lenses, eye glasses, laser eye surgery
- Visits for chiropractic care or acupuncture

Dependent Care Account

Employees can set aside up to **\$5,000** per plan year to pay for out-of-pocket dependent care expenses for children under the age of 13 or elderly parents. This includes:

- Day care
- Before school care & after school care
- Summer day camp
- Elder care

Although you can claim dependent care expenses when you file your taxes, in most cases, people are able to save more money this way. Please consult your tax advisor.

For more information visit our website at www.cpa125.com

How to Enroll?

**Current participants who have already set up their log in can click on the “Enroll Now” button in their consumer portal. Participants who have not set up their log in may do so by following the instructions below.*

- Copy and paste this link: <https://cpaemployee.lh1ondemand.com>
- Username = in lower case – first initial of first name, full last name, and last 4 digits of SS#
- Password = same as above (if this is your first time logging in)
- You will be prompted to change your password
- Follow the commands to complete enrollment

New Enrollee’s/Alternative Enrollment Option: – Paper Enrollment instructions below:

- Log in to www.cpa125.com to download a form
- Fax completed form directly to CPA, Inc. at 781-848-8477 , or
- Mail completed enrollment form directly to CPA, Inc., 420 Washington St, Suite 100, Braintree, MA 02184
- Call 781-848-9848 with questions



IMPORTANT INFORMATION REGARDING THE \$500 ROLLOVER

- Rollover Option – When you roll over funds to the next year, keep the following in mind:
 1. You must re-enroll to take advantage of the rollover. Re-enrolling for \$.01 will allow you to take advantage of the rollover.
 2. Funds cannot be rolled over until after the 90 day run out for the previous calendar year is complete. Once the 90 grace period ends, funds will then be rolled over and be available for immediate use.